Department of the Navy
Transportation Incentive Program System (TIPS)

Outside the National Capital Region (ONCR)

Participant Users Guide

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SSC Pacific
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Revision History

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1 What is TIPS?

The Office of Assistant Secretary of Navy for Financial Management and Comptroller (FM&C), Financial Management Office (FMO) is responsible for implementing and overseeing the Department of the Navy's (DoN's) Transportation Incentive Program System (TIPS) Outside the National Capital Region (ONCR).

Based on eligibility requirements, TIPS helps DoN employees to reduce their daily contribution to traffic congestion and air pollution, as well as expand their commuting alternatives. TIPS is designed to pay for mass transit costs incurred by personnel in their local commute between their residence and duty station.

TIPS is intended to provide FMO with the tools necessary to strengthen internal controls and mitigate fraudulent activities through automated solutions that validate data prior to submission and decrease overall workflow processing time. The goal of these processes is to:

- Reduce error rates of submitted TIPS applications
- Reduce the number of paper applications received for manual processing
- Reduce the overall processing time for applications
- Decrease administrative overhead by eliminating redundant effort
- Provide monitoring of applications by cognizant authorities
- Integrate process and policy certification of program participants
- Provide a secure central repository of application data

Participants have the following capabilities:

- Complete an application for benefits
- Edit their application
- Re-certify application based on eligibility requirements
- Withdraw their application

2 Document Overview

This User Guide is intended for participants who are authenticated users who are enrolling, enrolled, re-certifying, or withdrawing from TIPS.

3 Login to the TIPS Website

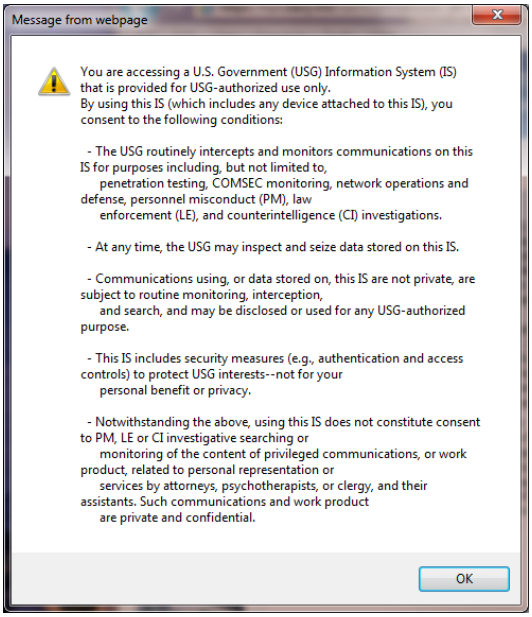
To get started with TIPS, you will need access to a computer connected to the Internet. From there, perform the following steps.

a. Open a web browser (e.g., Internet Explorer).

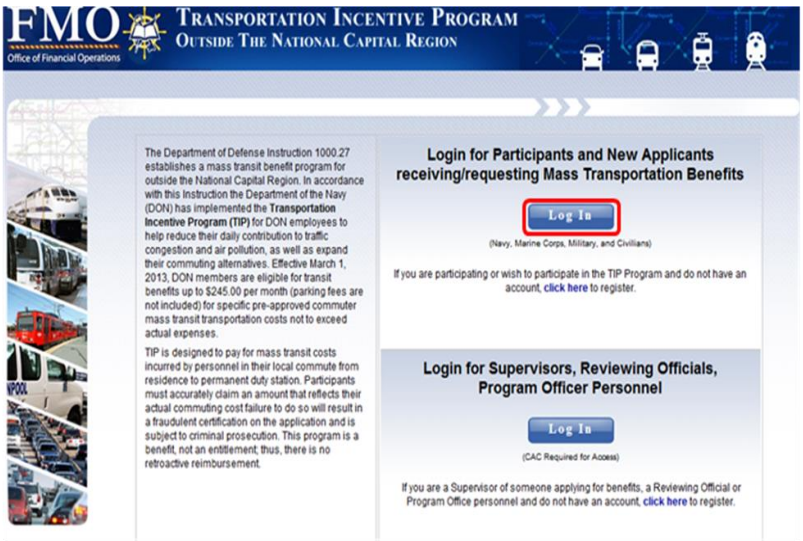
b. Type the following address into the browser's address field: https://tips.navy.mil (**Note**: "https" is required in the web address.)

c. Click the **Enter** or **Return** key on the keyboard.

d. A screen will be displayed with a message that you are accessing a government information system.

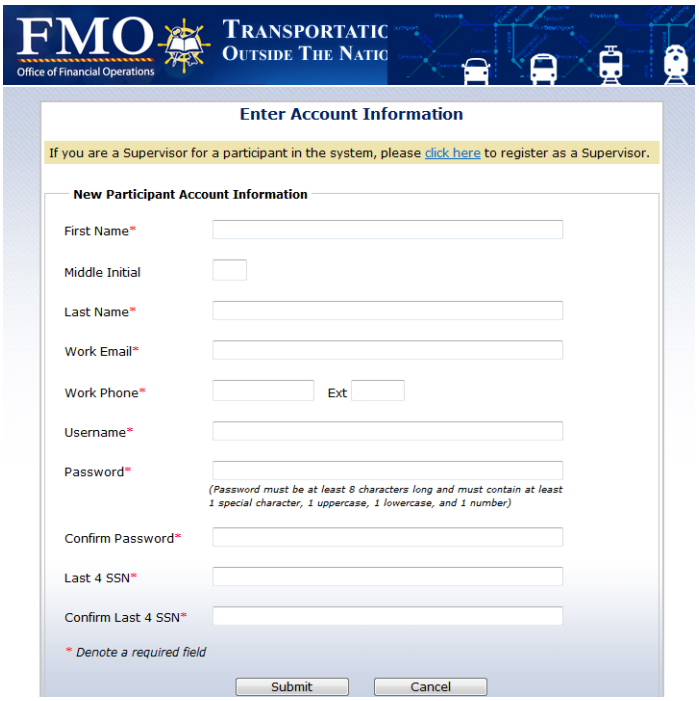


e. Click the **OK** button to close the banner window. The TIPS website appears.



f. On the TIPS Login Page, click the **Log In** button under the heading for Participants and New Applicants. A screen will appear where you will "Select Login Method".

1. If you don't have an account, and you don't have a CAC, click the **circle** next to **Username and Password** then click the **Register for a New Account** link. A screen will appear where you will enter your new account information.



2. If you don't have an account, but you do have a CAC, click the circle next to **Common Access Card (CAC)** then click the **Register for a New Account** link. The screen that appears will be like that shown above where you will enter your new account information, but it will also require you to enter your Electronic Data Interchange Personal Identifier (EDIPI) number, or last 4 digits of the Social Security Number (SSN). The EDIPI number may be found on the back of your CAC card, under "DoD ID Number".

3. If you have an account, and a CAC, ensure the **circle** next to **Common Access Card (CAC)** is clicked, then click the **LOGIN** button.
4. If you have an account, but no CAC, click the **circle** next to **Username and Password**, enter your Username and Password, then click the **LOGIN** button.

g. If you are registering for a new account, enter the required fields. **Note**: the password must be at least 8 characters long and must contain at least 1 special character, 1 uppercase, 1 lowercase, and 1 number.

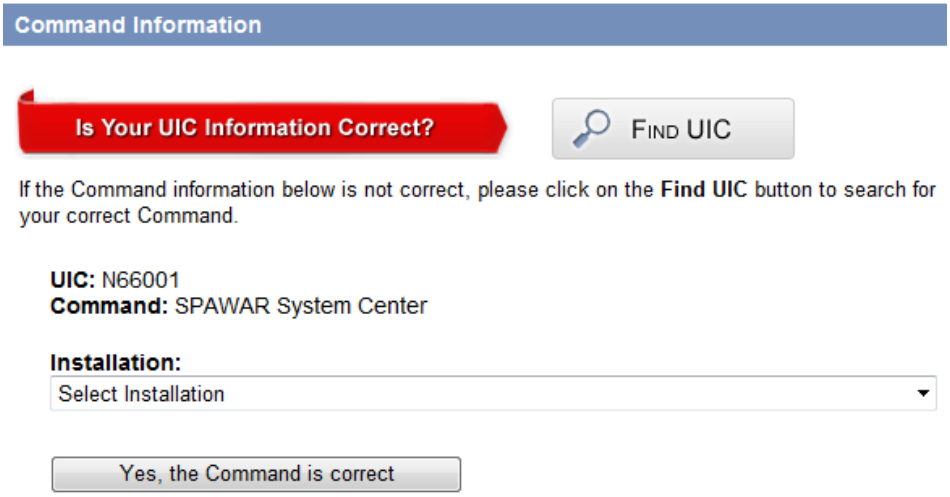
h. Click the **Submit** button to register or the **Cancel** button, as appropriate.

4 Pre-Enrollment Steps

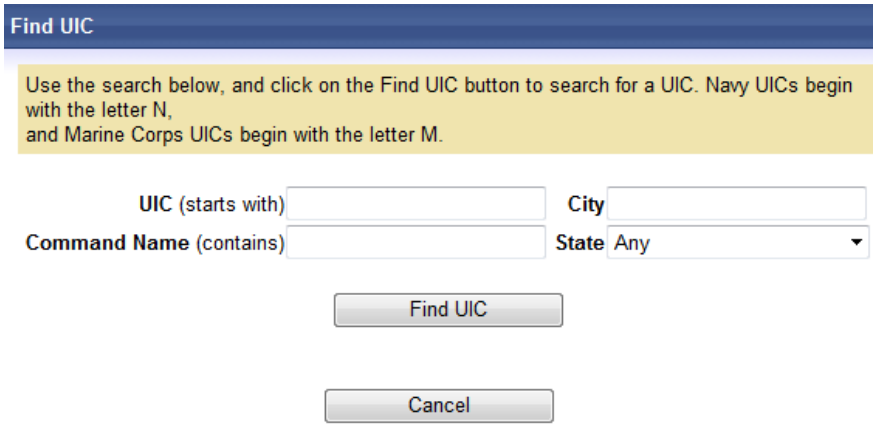
If you are already enrolled in TIPS, the first time you login, you will first see a participant screen. In this case, you can skip this section, and the next section about enrolling, and go to section 6,

Participant Screens.

The first time you log into TIPS, you will be required to provide your Command Information, including your Unit Identification Code (UIC) and your Installation.



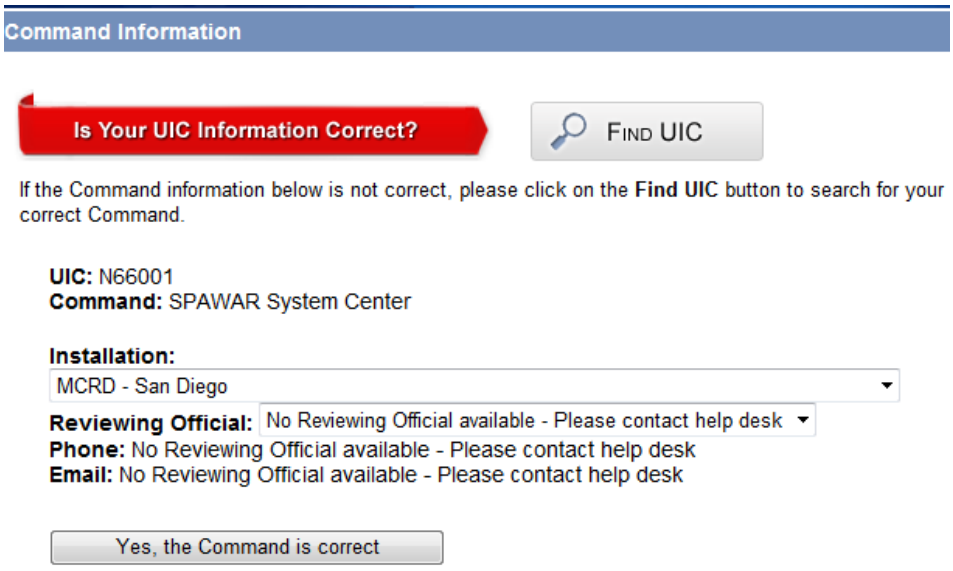
a. If your UIC or Command are incorrect, click the **FIND UIC** button to search for your UIC. A **Find UIC** screen will be displayed.



1. Enter one or more of the fields to search for your UIC.
2. Click the **Find UIC** button. A list of Commands which meet the search criteria is displayed.
3. Click one of the results returned.
4. Click the **Select UIC** button.

b. If your UIC and Command are correct, then you must select the installation you are commuting to. The installation is a large region where your command exists.

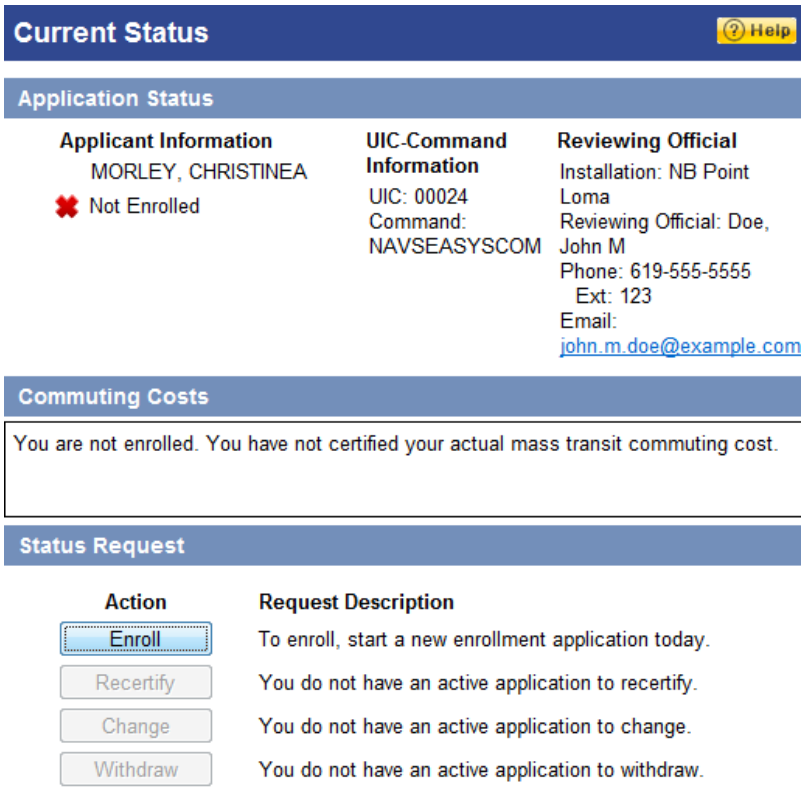
1. Click the **Installation** drop down menu to select your installation. The Reviewing Official (RO) dropdown menu will appear.



2. The RO name, phone, and email address will be automatically populated if there is only one RO at the selected installation. Otherwise, click the the **Reviewing Official** dropdown menu to select the correct RO. The phone number and email address will be displayed for that RO.
3. Click the **Yes, the Command is correct** button. A window will appear asking if you are sure.

Note: If you select the incorrect RO, you must continue with the Enroll process then edit the RO within the Organization Information screen, later as shown in paragraph **5.5**.

4. Click the **No** button to return to the previous screen or click the **Yes** button to proceed to a window a window displaying your Application Status (currently Not Enrolled), UIC and Reviewing Official (RO) information, and Commuting Costs and Status Request.



c. Click the **ENROLL** button.

5 Enrollment Steps

Several steps will guide you through the enrollment process. If you have already submitted an application in the past but you're no longer enrolled, you must re-enroll from the beginning. If you are already enrolled, you will go straight to section 6.2, Status Request.

5.1 Common Buttons

These common buttons are used throughout the enrollment process.

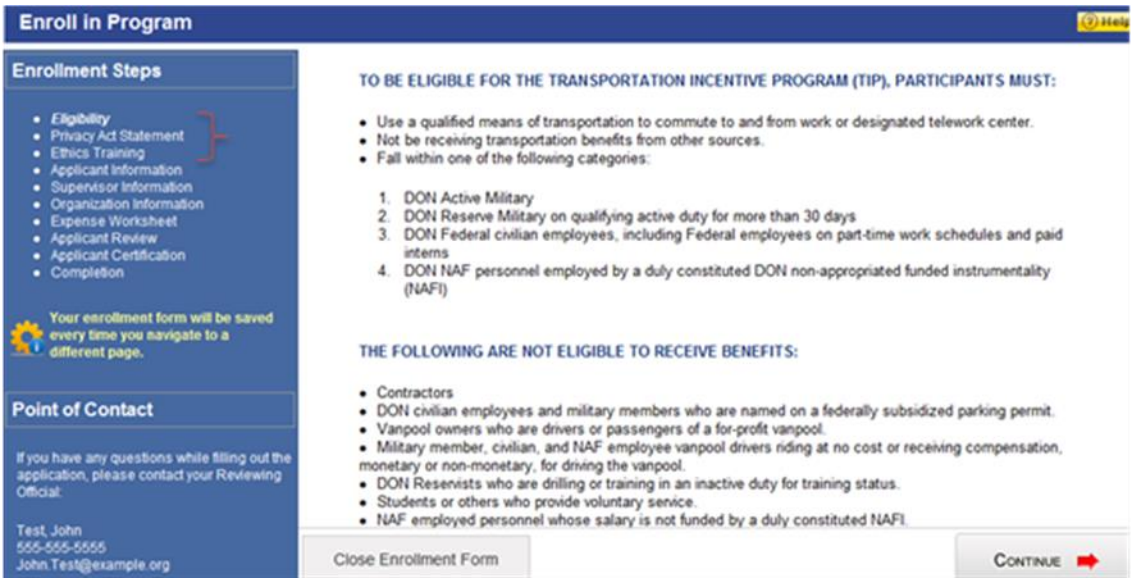
1. **Close Enrollment Form** button- stops the enrollment process and returns you to the last step that was successfully completed. A prompt will ask you if you want to close the form or not. Click either **Yes** or **No**.

2. **PREVIOUS** button - displays the previous screen.
3. **CONTINUE** button - proceeds to the next step.

A **green check mark** next to each link indicates you successfully completed that enrollment step.

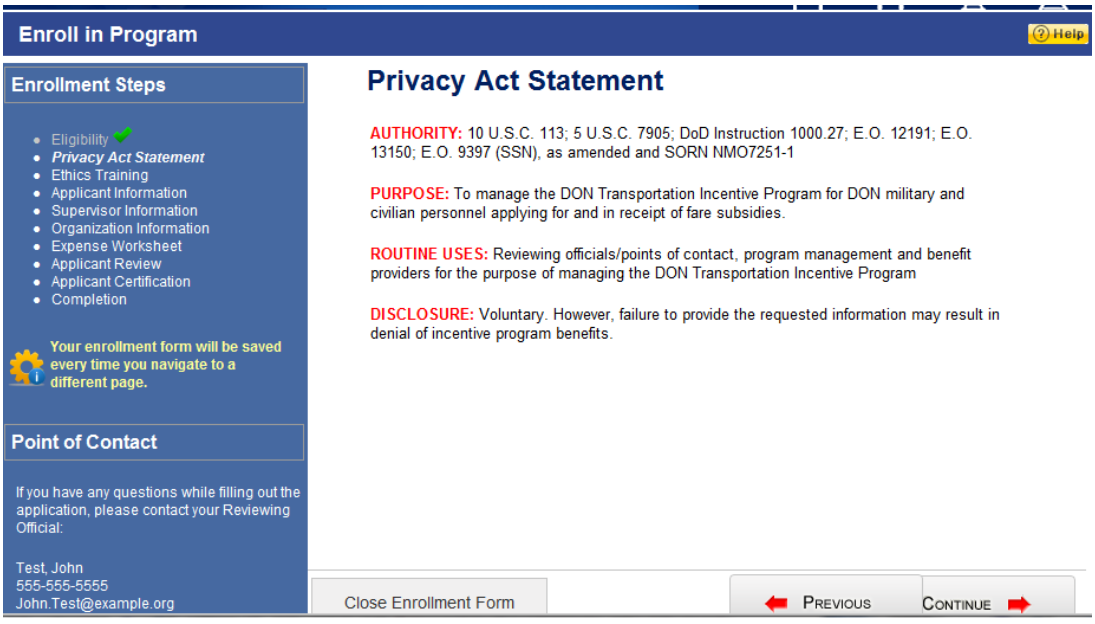
5.2 Eligibility, Privacy, and Ethics Training

If you have not yet submitted an application for TIPS, or if you are enrolled, but have not logged in for a year or more, the first screen you will see states who is and is not eligible for TIPS.



a. Click the **CONTINUE** button to proceed. A Privacy Act Statement will be displayed.

b. Read the Privacy Act Statement.



c. Click the **CONTINUE** button, at the bottom of the page, to proceed. The Ethics Training page will be displayed.

d. Read the Ethics Training Page and scroll down to view each certification statement.

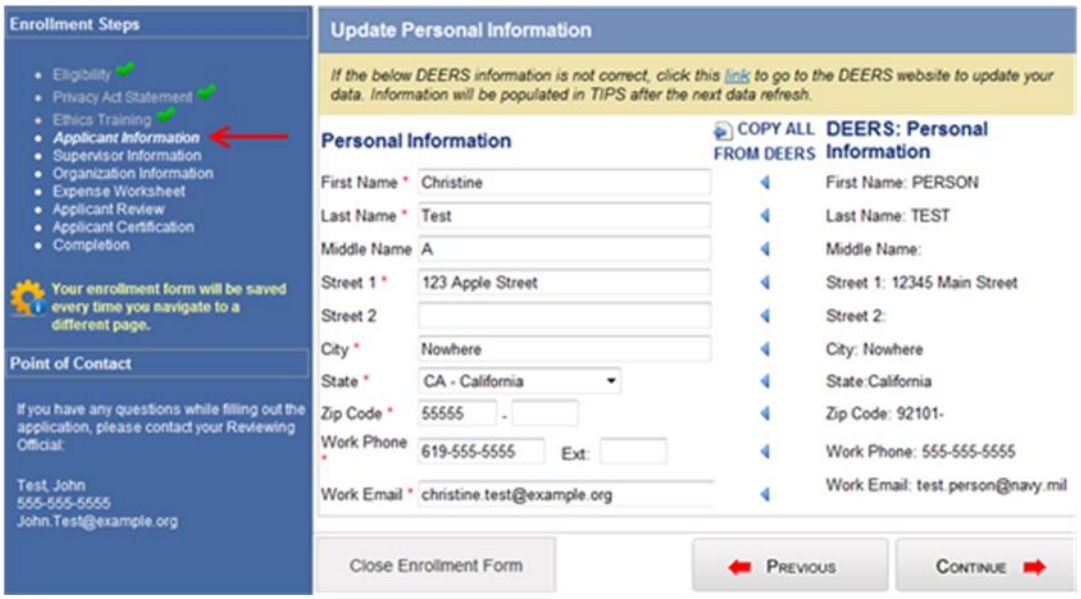
e. Click the box next to each statement to certify you have read and understood it.

f. Click the **I have read and understand the above program information** checkbox.

g. Click the **CONTINUE** button (grayed out until you check all boxes on the page).

5.3 Applicant Information

a. After you've completed the Ethics Training page, you will see the **Update Personal Information** page. If this is not displayed, click the **Applicant Information link**, on the left, to enter, or modify, your personal information and edit other related information.

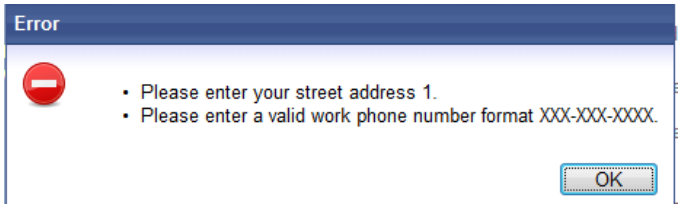


b. There are different ways to enter or update your personal information, but the preferable method is the first option, copying all information from the Defense Eligibility Enrollment System (DEERS). If the information reflected in DEERS is not correct, you may click the **link** link at the top to go to DEERS to update your information directly in DEERS.

   1. Click the **COPY ALL FROM DEERS** triangle to copy all of your personal information that exists in DEERS into the Personal Information fields at once.
   2. Click one or more of the blue triangles to copy the data from DEERS.
   3. Enter the appropriate information in each field.

c. Click the **PREVIOUS** button to see the Ethics Training page, or click the **CONTINUE** button.

   1. If some fields are missing or you've entered them incorrectly, these errors are listed.

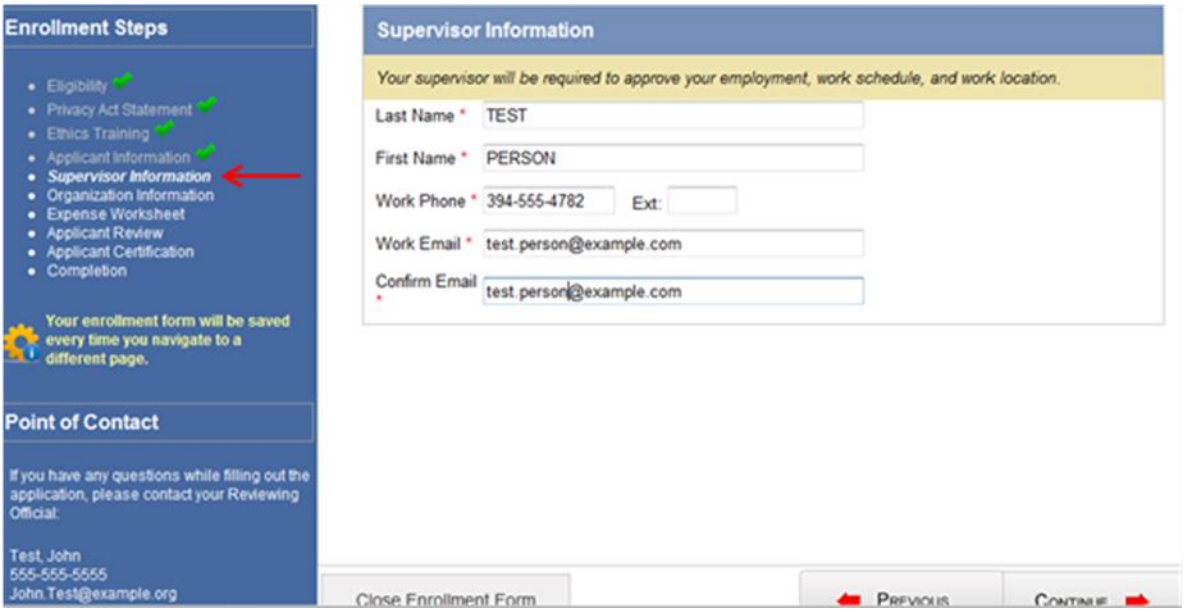


   2. Click the **OK** button, and repeat steps b and c.

d. Click the **CONTINUE** button.

5.4 Supervisor Information

After the Personal Information page is complete, you may enter information about your supervisor in the Supervisor Information page. This form is submitted to your Supervisor for their acknowledgement and approval.



a. In the Last Name field, enter the last name of your supervisor.

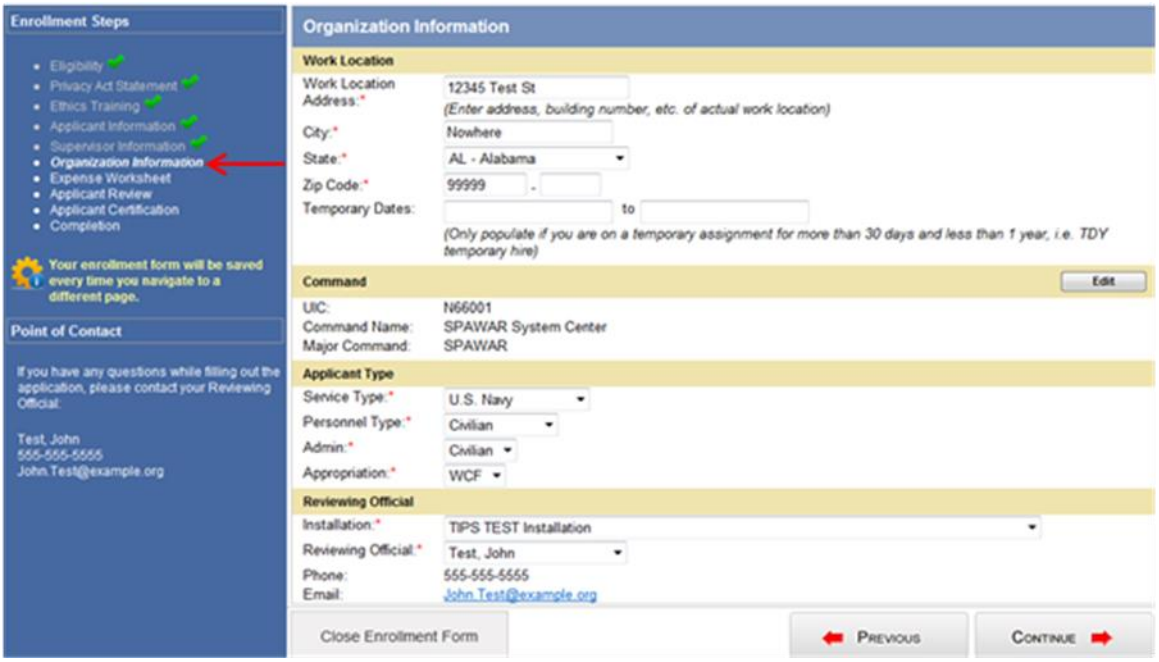
   1. If the name is found in the database, other fields stored in the database are filled in.

2. If the last name is not found in the database, you must enter all required fields by hand.

b. Click the **PREVIOUS** button to go back to the Applicant Information page or click the **CONTINUE** button to go to the Organization Information page.

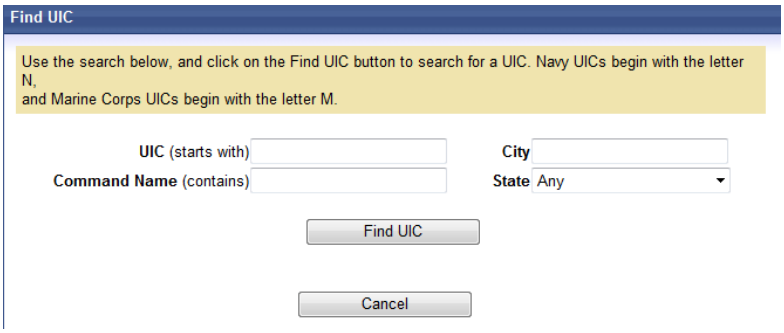
5.5 Organization Information

The Organization Information section follows the Supervisor Information section in the enrollment process, with information about your work location and organization.



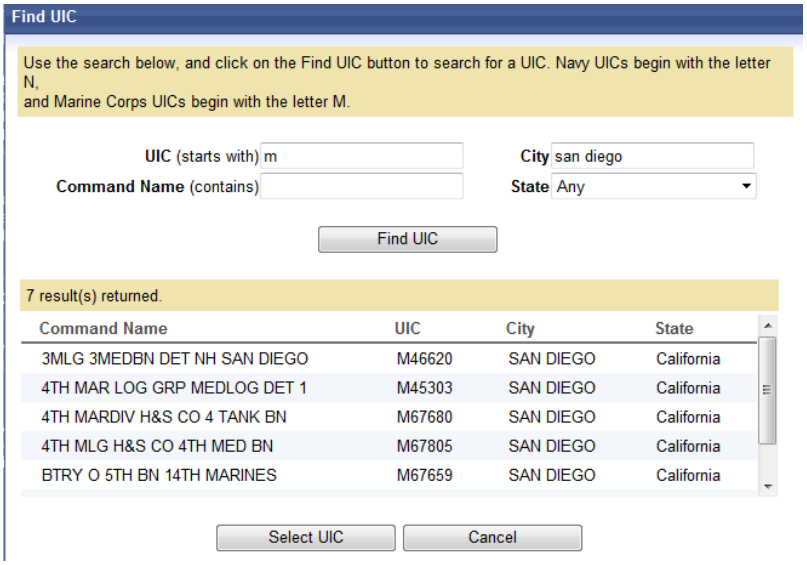
a. Enter, or modify if necessary, your work location's address, city, state, and zip code. If your work location is temporary, add a date range to **Temporary Dates**. You may select these from a pop-up calendar, or enter them by hand in this format: **MM/DD/YYYY**.

b. If your Command information is incorrect, click the **Edit** button. A **Find UIC** window will appear.



1. Fill in one or more of the fields (optional). **Note**: There may be no city associated with a particular UIC, so if no results are returned when entering a city, you may enter the Command Name or State instead, to find a UIC.

2. Click the **Find UIC** button. This will display a list of UICs based on your search criteria, whether there are applicants within that UIC or not.



3. Scroll down and click the row having your chosen **UIC**. (This will cause the row to be highlighted.)
4. Click the **Select UIC** button to update your UIC.

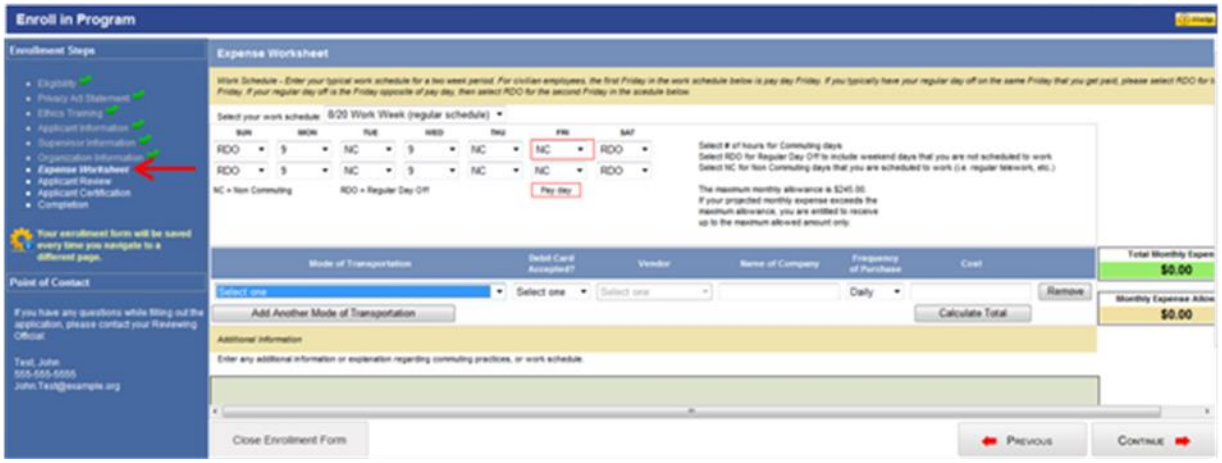
c. Under the **Applicant Type** section, enter or modify if necessary, the 4 fields that are shown by clicking on the drop down menu and clicking the appropriate value. A drop down menu value for one may determine the choices of the drop down menu below it.

d. Under the **Reviewing Official** section, click the **Installation** drop down menu to update if necessary. The RO name, phone, and email address will be automatically populated if there is only one RO at the selected installation. Otherwise, click the the **Reviewing Official** dropdown menu to select the correct RO. The phone number and email address will be automatically displayed for that RO.

e. Click the **PREVIOUS** button to go back to the Supervisor Information page or click the **CONTINUE** button to go to the Expense Worksheet.

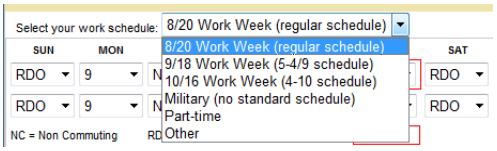
5.6 Expense Worksheet

The Expense Worksheet will allow you to enter your work schedule, mode of transportation, and additional information then it will calculate and validate the data for you.



5.6.1 Select your Work Schedule

a. Click the **Select your work schedule** drop down list at the top of the screen to select your work schedule.

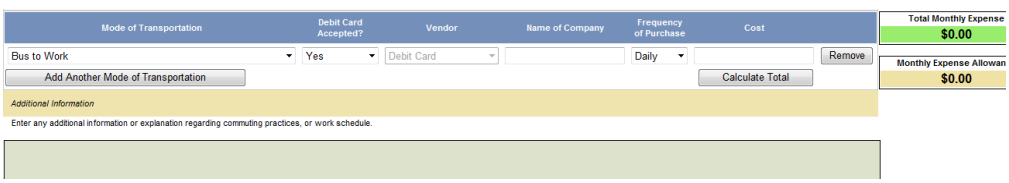


b. For each day of the week in the two week schedule shown, click the drop down list to choose the number of hours for that day: NC, 8, 9, 10, or RDO.

- NC – Non Commuting for that day. Participant will not be taking TIPS transportation.
- 8, 9, and 10 –the number of hours the participant works that day
- RDO –Regular Day Off. A participant will not be taking TIPS transportation.

5.6.2 Mode of Transportation

a. Click the top **Mode of Transportation** drop down list to identify the mode of transportation you will be taking.



b. Click the **Debit Card Accepted** drop down list and choose **Yes**, **No**, or **Do not know** to reflect whether a debit card is accepted as a form of payment.

c. If a debit card is not accepted, click the **Vendor** drop down menu to choose your method of payment.

d. Enter the **Name of Company** for this mode of transportation.

e. Click the **Frequency of Purchase** drop down list to choose the appropriate frequency for the mode of transportation you identified: Daily, Weekly, or Monthly.

f. Enter the cost for this transportation in dollars, e.g. 2.35 is $2.35.

g. If you use several modes of transportation, click the **Add** button to add another mode of transportation then repeat steps **a-f.**

h. If you select Vanpool as the Mode of Transportation, the system will prompt you to select the correct vanpool from the registered vanpools for your installation. The details about debit card, name of Company, and cost will be automatically populated and cannot be modified. These values can only be modified by the Vanpool Coordinator or Reviewing Official. Repeat step **h** as necessary, for additional modes of transportation.

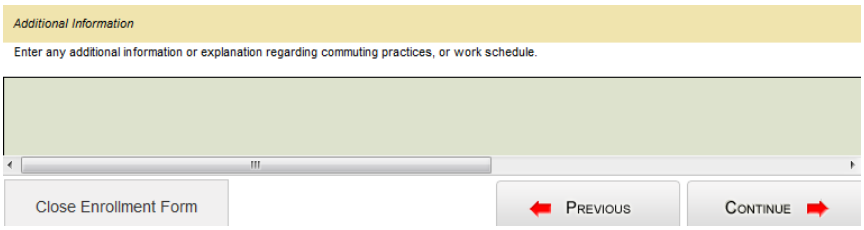
i. Click the **Remove** button to the right of a Cost field to remove a mode of transportation, if necessary.

j. Click the **Calculate Total** button. This will calculate the total monthly expense based on your work schedule and mode(s) of transportation you selected.

   Daily frequency will use the schedule to calculate cost. Monthly doesn't use the schedule. It uses the cost which is entered. Weekly doesn't use the schedule either; it uses the weekly cost entered, multiplied by 4.

   The Monthly Expense Allowance will also be displayed, but may be less than the expense. The allowance displays whichever is lower: the total monthly expense or what is allowed for the participant. Currently the maximum allowed is $245.

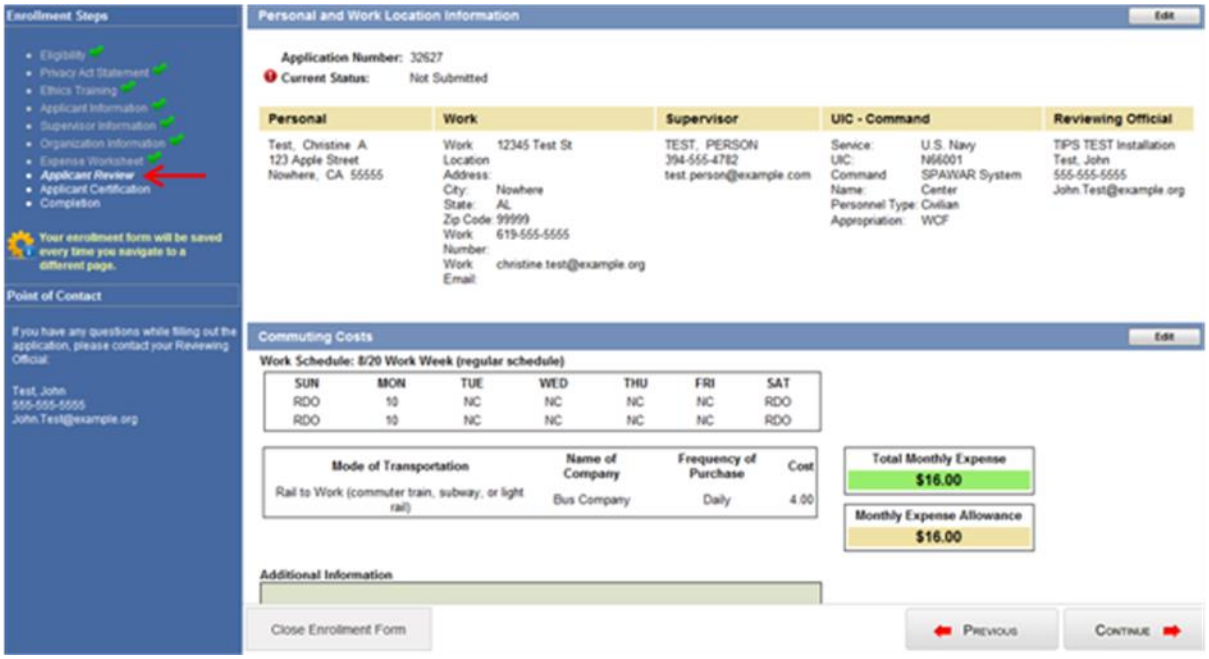
k. Enter any additional information necessary, regarding commuting practices, or work schedule.



l. After you've entered all necessary fields on the Expense Worksheet, click the **PREVIOUS** button to go back to the Organization Information page or click the **CONTINUE** button to go to the Applicant Review page.

5.7 Applicant Review

In this step of the enrollment process, the applicant has another chance to review information entered so far. This step follows the Expense Worksheet step automatically, or can be reached by clicking the **Applicant Review** link in the list of Enrollment Steps.



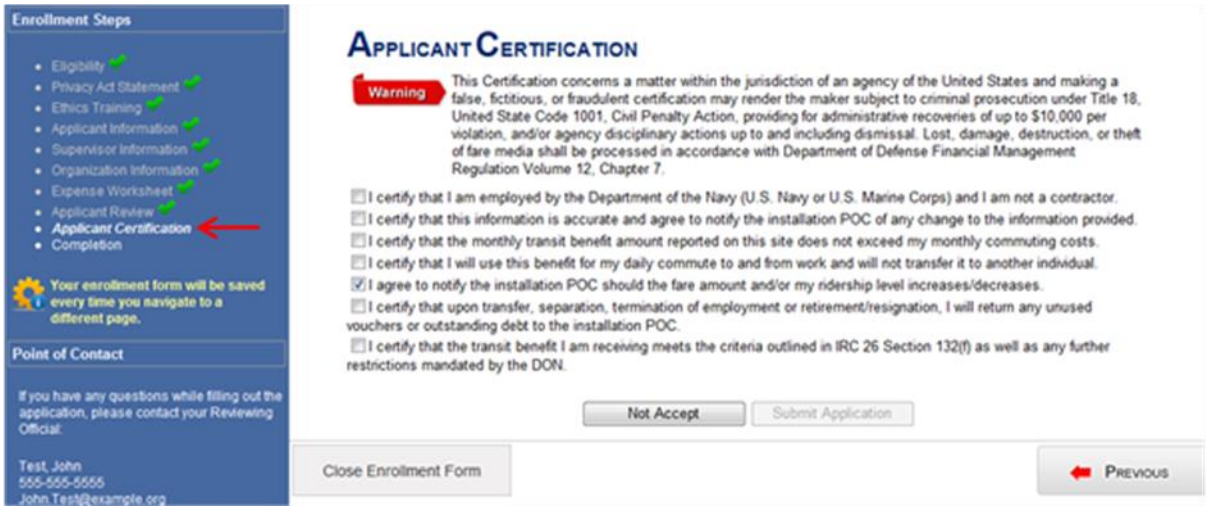
a. Click the top **Edit** button to go back to the Applicant Information page to modify it if necessary.

b. Click the **Edit** button in the middle of the page to go back to the Expense Worksheet to modify it if necessary.

c. Click the, **PREVIOUS** button to go back to the Expense Worksheet, or click the **CONTINUE** button to go to the Applicant Certification page. Click the **Close Enrollment Form**, button, to go back to the Current Status page.

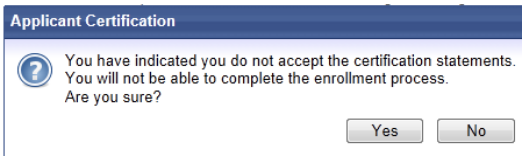
5.8 Applicant Certification

In the Applicant Certification step, there are several "*I certify that*" statements.



a. Click the box next to each "*I certify that*" statement. The **Submit Application** button is grayed out until you've checked each certification statement.

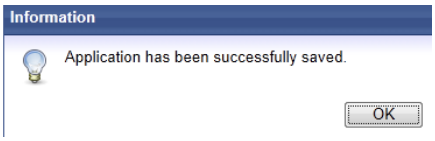
b. If you want to cancel the submission of the application click the **Not Accept** button.



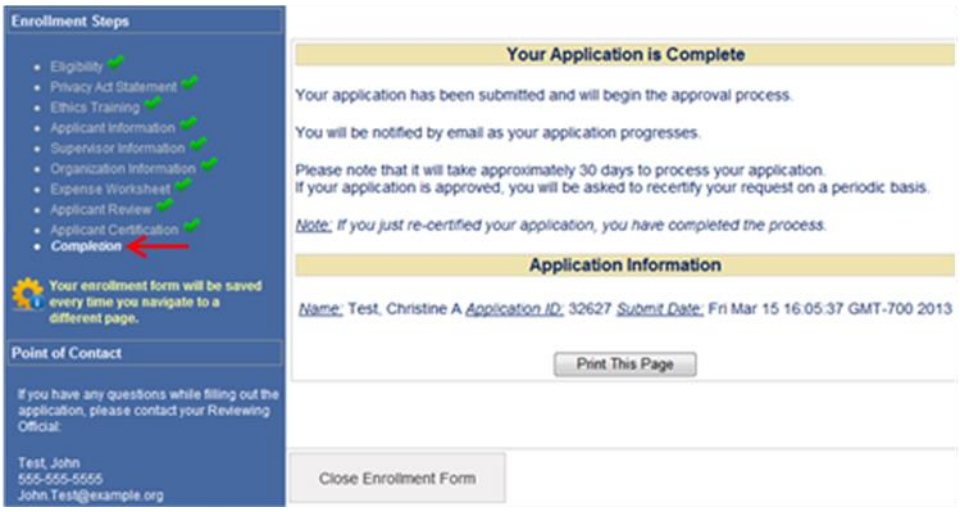
1. Click the Y**es** button to go back to the beginning of the Enrollment process
2. Click the **No** button to display again the Applicant Certification page with all the certification boxes checked.

c. Click the **Close Enrollment Form** button if you want to close the form.

d. If you want to send the application to your Supervisor for approval, click the **Submit Application** button.

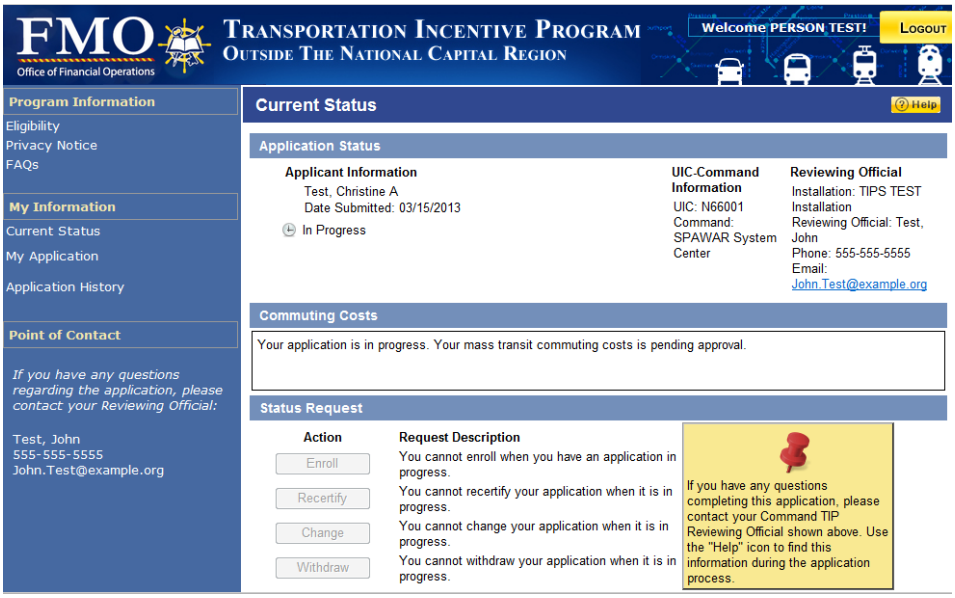


e. Click the **OK** button. The Completion page appears. On the left side, green check marks indicate each step was completed successfully.



f. Click the **Print This Page** button if you want a printout showing you've completed the application.

g. Click the **Close Enrollment Form** button to display the Current Status page. This will show that your application is **In Progress**.



h. Click the **Logout** button to logout of TIPS.

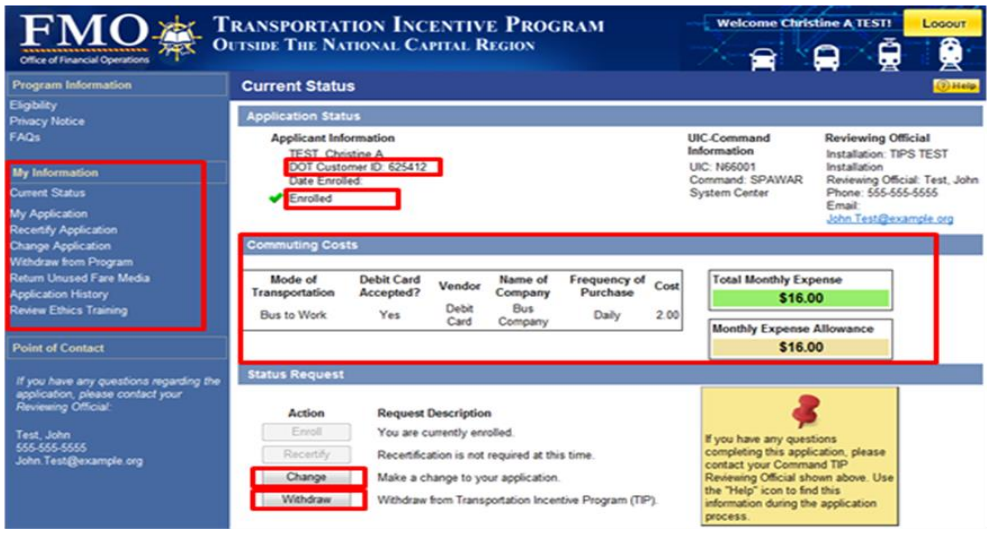
6 Participant Screens

Once you have submitted an application, the first screen you see will display **Current Status** at the top and a status of **In Progress.**

Department of Transportation (DOT) will enroll you next, and then your initial login screen will change.

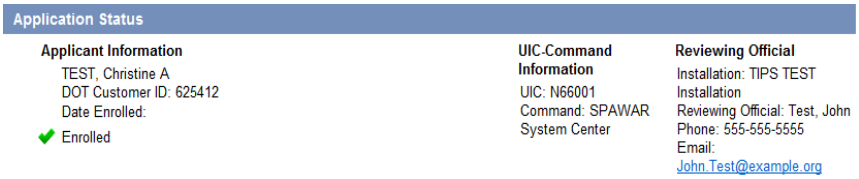
You will see your status is now Enrolled, and there are more links on the left under **My Information**, a DOT Customer ID number, commuting costs, and 2 actions now available to you, to change your application, or withdraw from TIP.

From here, you can click on the links at the left to view various other screens. These links are grouped in two categories: Program Information and My Information.



6.1 Application Status

a. Clicking on **Application Status**, will show a participant's information, UIC Command Information, and RO.



The participant's status may be one of the following:

Status	Description
Not Submitted	You have a saved application, but you have not submitted it, or you've submitted it, but it's been returned to you for more information.
In Progress	You have submitted an application, and it is awaiting approval.
Enrolled	You are currently enrolled in TIP.
Not Enrolled	You are not enrolled in TIP.

6.2 Status Request

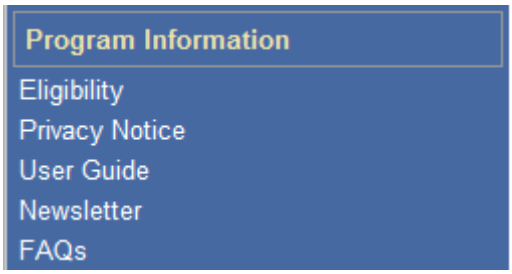
Once you are enrolled, there are 2 buttons available to you under **Status Request**.

a. Click the **Change** button to edit your application.

b. Click the **Withdraw** button to withdraw from TIP.

6.3 Program Information

There are five links under **Program Information.**



6.3.1 Eligibility

a. Click the **Eligibility** link to view information about who can use TIP.

6.3.2 Privacy Notice

a. Click the **Privacy Notice** link to view the Privacy Act Statement with authority and disclosure content.

6.3.3 User Guide

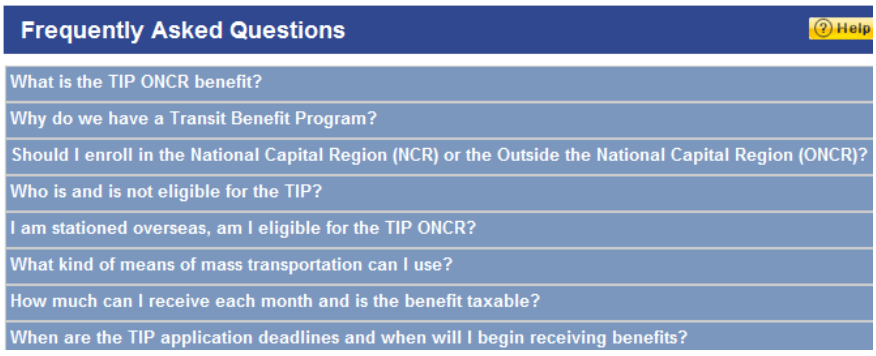
a. Click the **User Guide** link to view this user guide.

6.3.4 Newsletter

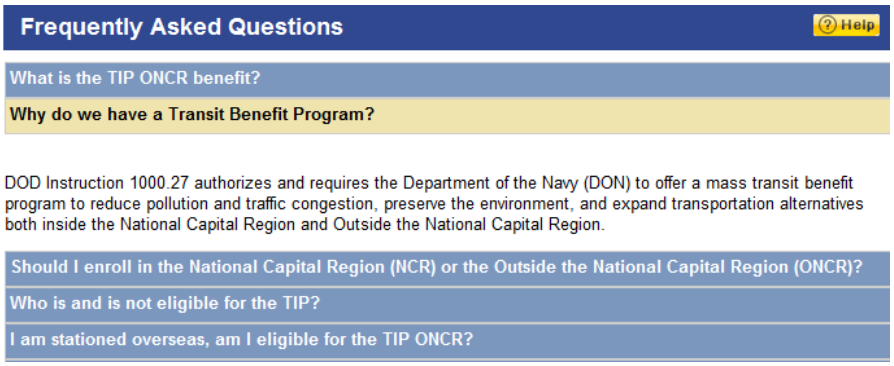
a. Click the **Newsletter** link to view TIP Newsletters and Archives for useful information about the TIP Program.

6.3.5 FAQs

a. Click the **FAQs** link to view Frequently Asked Questions.

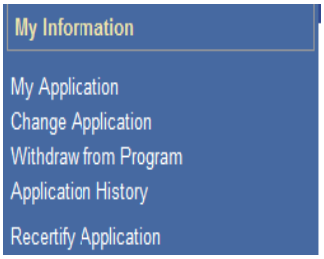


b. Click any of the FAQs to see an answer open up below the question.



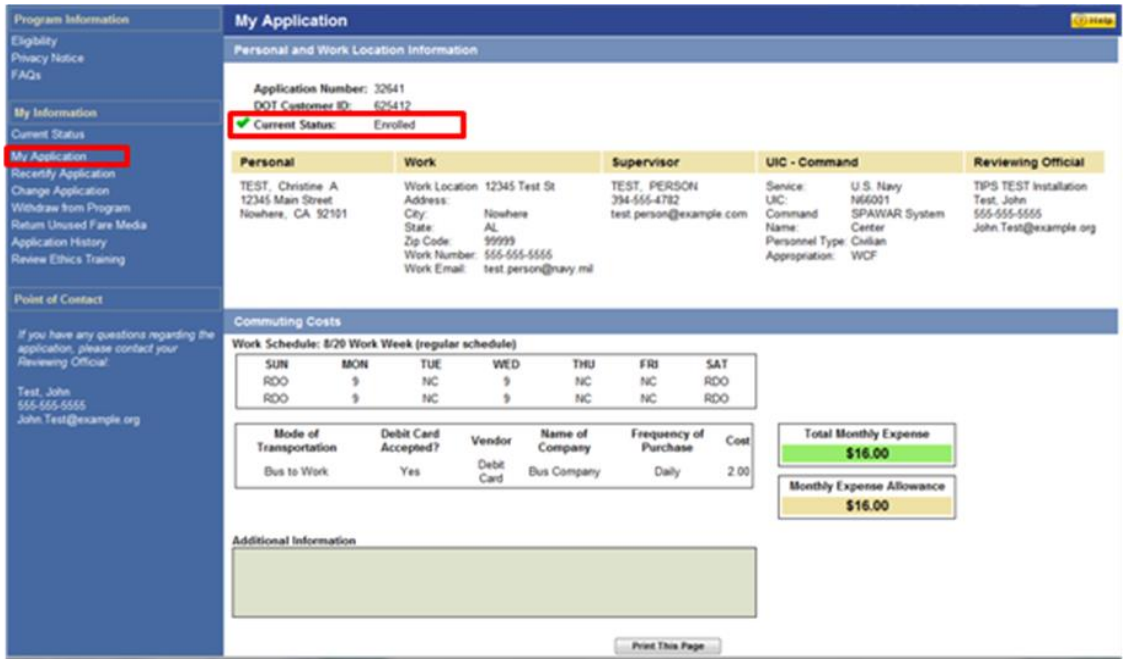
6.4 My Information

Some of the links seen under **My Information** are only visible after your application has been submitted. Those displayed here are for an applicant who is now enrolled. If an application is still in progress status, it will not display all these links.



6.4.1 My Application

The **My Application** link displays your personal and work location information.



In this screen the application status may be any of the following:

Status	Description
Not Submitted	Application has been created but not yet submitted for approval.
In Progress	Application has been submitted but is not yet approved.
Returned	Application has been returned to the applicant for updating.
Disapproved	Participation in the program is disapproved.
Approved	Application has been approved by Reviewing Official, but applicant is not yet enrolled.
Enrolled	Currently enrolled in the Transportation Incentive Program.
Return Enrolled	Applicant is currently enrolled in the TIP, but application has been returned to the applicant for more information.
Withdrawn	Application is closed out; participant is no longer receiving benefits.

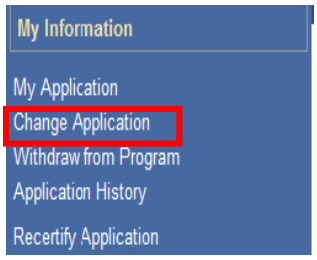
a. If necessary to update any of the information on the My Application page, click the **Change Application** link on the left menu, discussed in paragraph 6.4.2

Change Application.

b. Click the **Print This Page** button to save a hard copy of this page.

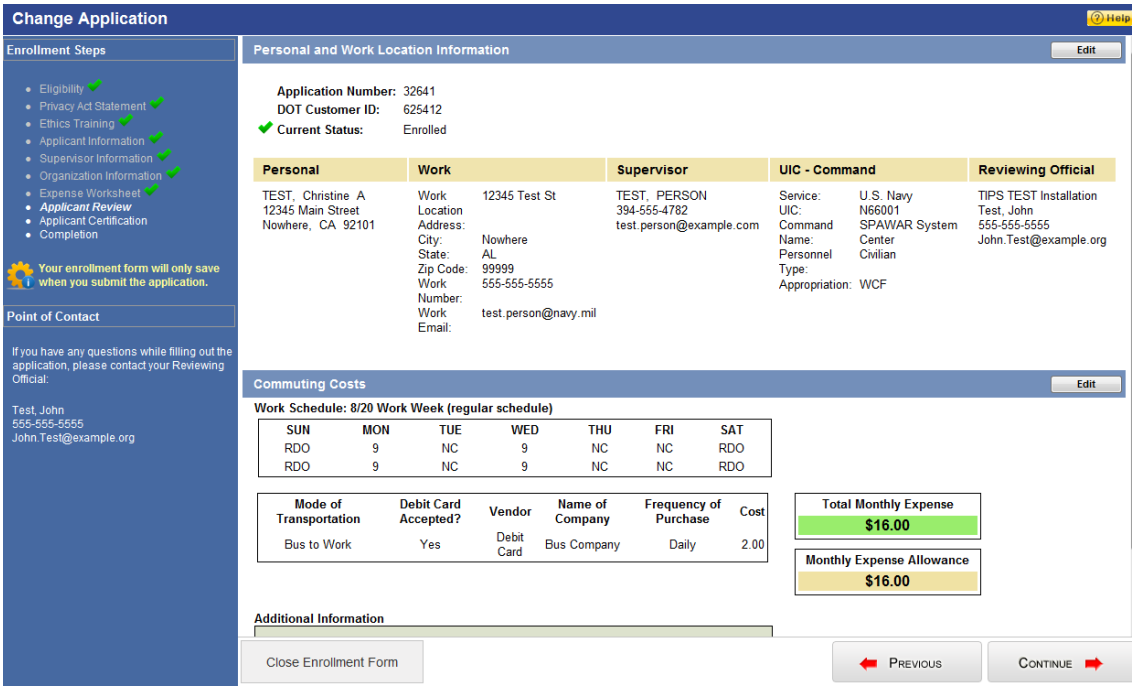
6.4.2 Change Application

The **Change Application** link allows you to modify your application.



a. Click the **Change Application** link if necessary. This will take you to a similar page as if you had clicked the **Applicant Review** link covered in paragraph 5.7

Applicant Review.

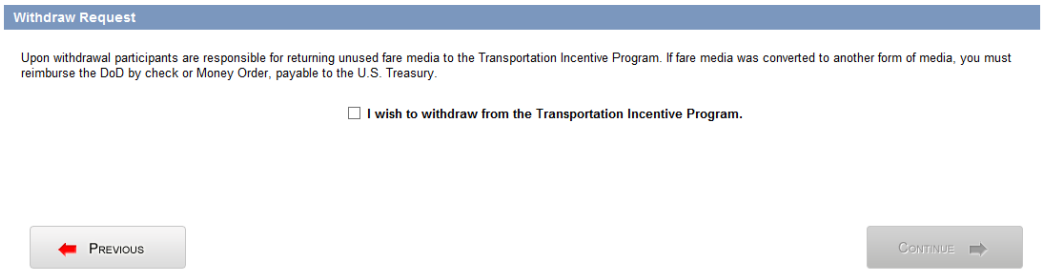


1. Click the top **Edit** button to go back to the Applicant Information page to modify it if necessary.
2. Click the **Edit** button in the middle of the page to go back to the Expense Worksheet to modify it if necessary.
3. Click the **Previous** button or the **Close Enrollment Form** button to go back to the Current Status, or click the **Continue** button to go to the Applicant Certification page.

6.4.3 Withdraw from Program

a. Click the **Withdraw from Program** link from left menu to withdraw from TIP.

b. This will display the Withdraw From Program window.



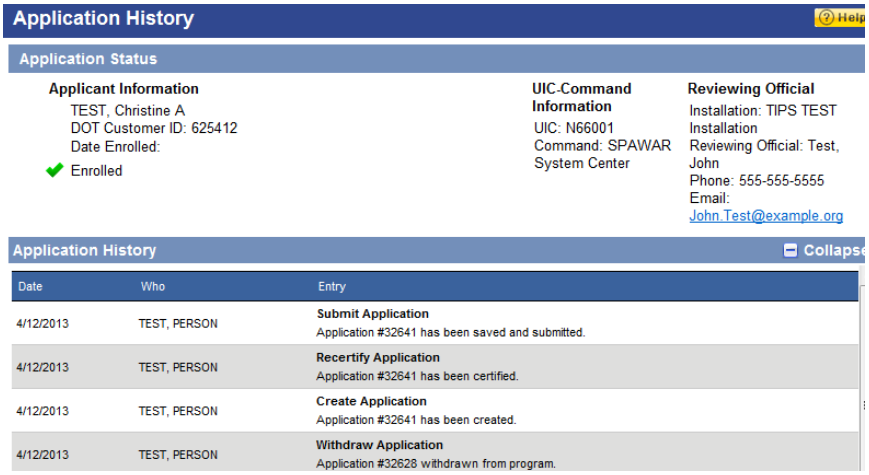
c. Click the check box next to "*I wish to withdraw ..*".

d. Click the **PREVIOUS** button to cancel and go back to the previous screen, or click the **CONTINUE** button.

6.4.4 Application History

a. Click the **Application History** link to view the list of changes or updates made to your application and a history of your email.

b. Click the **Expand** button if necessary to view the Application or Email history.



6.4.5 Recertify Application

The **Recertify** Application link is only available to participants who are enrolled and who manage their own application. When you click this link, the system will first check whether you need to recertify his application and if so, allow you to do so. **Note**: Currently recertification is required monthly between the 1st and the 15thof each month.

A. Acronyms

CAC	Common Access Card
DEERS	Defense Eligibility Enrollment System
DOB	Date of Birth
DoD	Department of Defense
DoN	Department of the Navy
EDIPI	Electronic Data Interchange Personal Identifier
FAQs	Frequently Asked Questions
FM&C	Financial Management and Comptroller
FMO	Financial Management Office
NC	Non Commuting
ONCR	Outside the National Capital Region
ORG	Organization
PAC	Pacific
PDF	Portable Document Format (Adobe Acrobat file format)
POC	Point of Contact
RDO	Regular Day Off
RO	Reviewing Official
SPAWAR	Space and Naval Warfare
SSC	SPAWAR Systems Center
SSN	Social Security Number
TIPS	Transportation Incentive Program System
UIC	Unit Identification Code